



PUBLIC MEETING NOTICE AND AGENDA
COMMITTEE OF THE WHOLE MEETING

SEPTEMBER 28, 2023
7:30 P.M.

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Audience Participation
The public is invited to make an issue-oriented comment on any matter of public concern. The public comment may be no longer than 3 minutes in duration.
4. Staff Presentations
 - A. Administration
 1. Request from MCDOT for Concurrence of De Minimus Impact to Ken Carpenter Park
 - B. Public Works
 1. Waiver of Competitive Bidding on Village Hall Entryway Project
 2. Airport Staffing Recommendations
5. Board of Trustees
6. Village President
7. Adjournment

MEETING LOCATION
Lake in the Hills Village Hall
600 Harvest Gate
Lake in the Hills, IL 60156

The Village of Lake in the Hills is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations so that they can observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the Village's facilities, should contact the Village's ADA Coordinator at (847) 960-7400 [TDD (847) 658-4511] promptly to allow the Village to make reasonable accommodations for those persons.

Posted by: _____ Date: _____ Time: _____



REQUEST FOR BOARD ACTION

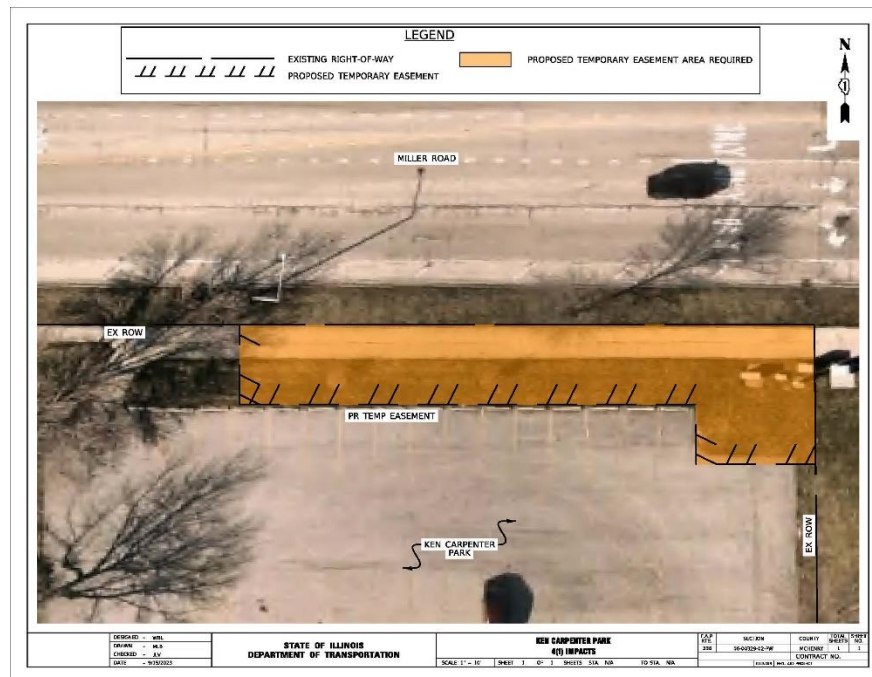
MEETING DATE: September 28, 2023

DEPARTMENT: Administration

SUBJECT: MCDOT Request for Concurrence of De Minimus Impact to Ken Carpenter Park

EXECUTIVE SUMMARY

McHenry County Division of Transportation (“MCDOT”) is nearing the completion of the Phase II design of the northern leg of the Randall Road project, which extends from Polaris Drive/ Acorn Lane up to Ackman Road. The project will require the acquisition of a temporary easement along the south side of Miller Road to reconstruct and match into the existing 8-foot wide shared use path on the south side Miller Road that is currently on the property of Ken Carpenter Park, as depicted below:



Since the impacted property is a part of a publicly owned park, it is protected under Section 4(f) of the U.S. Department of Transportation Act. As such, the Federal Highway Administration (“FHWA”) is required to determine that there are no feasible and prudent alternatives that would avoid the impact to the property and that the project includes all possible planning to minimize harm. Alternatively, the FHWA can make a finding that the project has a de minimis impact on subject property, meaning it will not have an adverse effect on the activities, features, and attributes of the park property.

The MCDOT believes the impacts to the property qualify as De Minimus, but requires concurrence from the Village, as the property owner. To that end, MCDOT has submitted the attached letter requesting the Village's concurrence with this determination.

Staff has reviewed the request and understands that while the area highlighted in the image above will be impacted during construction, its function will be restored upon project completion. MCDOT has provided notice and held an informational meeting for the public on May 11, 2023. Staff is seeking the Board's concurrence that the MCDOT request satisfies the USDOT requirements for the project to proceed with the de minimis finding.

If concurrence is withheld, the FHWA would require additional documentation that feasible and prudent alternatives have been exhausted. MCDOT's plans for a January letting of the project would likely be delayed.

FINANCIAL IMPACT

None.

ATTACHMENTS

1. MCDOT Request Letter
2. Exhibits

RECOMMENDED MOTION

Motion to Approve the MCDOT request for concurrence of De Minimus impact to the depicted area of Ken Carpenter Park under the Randall Road project.



McHenry County

Division of Transportation

Joseph R. Korpalski, Jr., P.E.
Director of Transportation/County Engineer

June 22, 2023

Trevor Bosack
Director of Parks and Recreation
Village of Lake in the Hills
600 Harvest Gate
Lake in the Hills, IL 60156

Re: Randall Road from Polaris Drive/Acorn Lane to Ackman Road
Ken Carpenter Park 4(f) Impacts

Dear Director Bosack,

The McHenry County Division of Transportation (MCDOT) is nearing completion of design activities (Phase II) for the widening of Randall Road from Polaris Drive/Acorn Lane to Ackman Road. MCDOT is grateful to the Village of Lake in the Hills for being a partner throughout this project.

The purpose of this letter is to request the concurrence of the Village of Lake in the Hills through its Department of Parks and Recreation that no adverse effects are occurring to public recreational properties owned and maintained by the Village as a result of the proposed Randall Road from Polaris Drive/Acorn Lane to Ackman Road project.

The proposed project includes the reconstruction and widening of Randall Road between Polaris Drive/Acorn Lane and Ackman Road. As part of this project, Miller Road will be reconstructed for approximately 500 feet west of the centerline of Randall Road to match into the proposed roadway intersection and profile. In addition to properties previously acquired from Lake in the Hills along the west side of Randall Road, this project will require the acquisition of a temporary easement to reconstruct and match into the existing 8-foot wide shared use path on the south side Miller Road that is currently on the property of Ken Carpenter Park. Preliminary design plans and an exhibit showing the area required for this reconstruction are included as attachments to this letter.

Since this project is anticipated to have Federal funds used in the construction of the project, your property falls under protection as a Section 4(f) property. Section 4(f) refers to Section 4(f) of the U.S. Department of Transportation Act of 1966, and is a Federal law that protects publicly owned parks, recreation areas, and wildlife and waterfowl refuges. The MCDOT anticipates utilizing the De Minimis Impact Findings for Parks, Recreation Areas, and Wildlife and Waterfowl Refuges process to document our impact and findings in our Environmental Studies. The MCDOT feels that the impacts of this transportation project on the Ken Carpenter Park property qualifies for De Minimis because:

1. The transportation use of the Section 4(f) Resource, together with the impacts and mitigation measures incorporated into the project does not adversely affect the activities, features, and attributes that qualify the resource for protection under Section 4(f).
2. The Village of Lake in the Hills Parks and Recreation Department, with jurisdiction over the Ken Carpenter Park property, has been informed by the MCDOT about the De Minimis Impact Findings, that the project will not adversely affect the activities, features, and attributes that qualify the resource for protection under Section 4(f).
3. The public was afforded the opportunity to review and comment on the effects of the project on Ken Carpenter Park following the Public Information Meeting held on May 11, 2023.

By signing this letter, the Village of Lake in the Hills Parks and Recreation Department concurs with any commitments made by MCDOT for their use of the Section 4(f) property described above and in the determination that the Randall Road from Polaris Drive/Acorn Lane to Ackman Road improvements will not have an adverse effect on the activities, features, and attributes that qualify the properties described in the enclosure for protection under Section 4(f). The Village of Lake in the Hills Parks and Recreation Department acknowledges that the Federal Highway Administration (FHWA) will use this concurrence as the basis for making a De Minimis finding for the property impacted and described in the enclosure.

Sincerely,



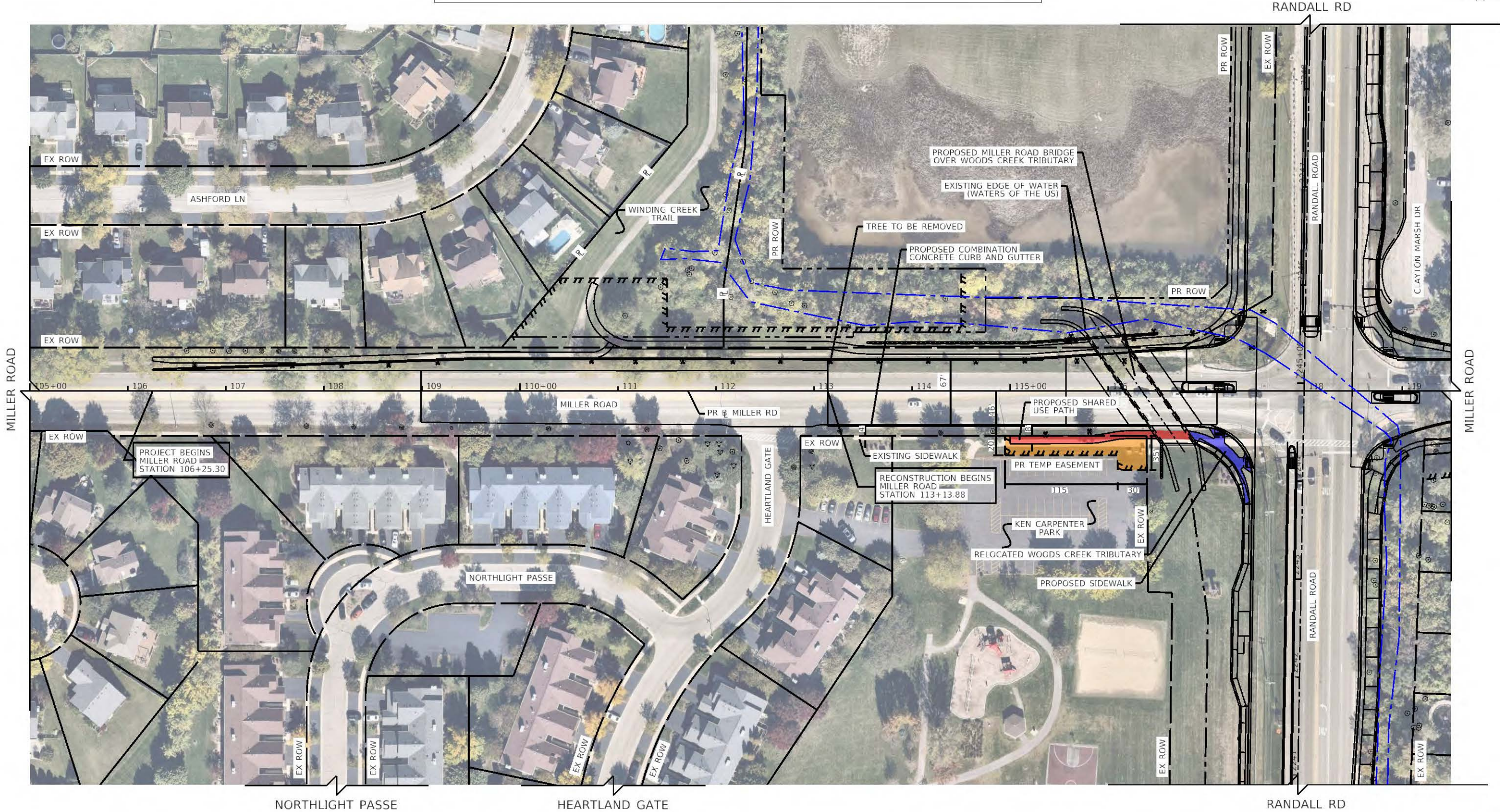
Darrell Kuntz., P.E.
Assistant County Engineer

cc: Ray Bogdanowski, Village President
Shannon Andrews, Village Administrator
Ryan McDillon, Director of Public Works

As the official with jurisdiction over Ken Carpenter Park, I hereby concur with the recommendation of the Randall Road from Polaris Drive/Acorn Lane to Ackman Road project proponents that the use and impacts associated with this project along with the identified avoidance, minimization and mitigation and/or enhancement measures, will not adversely affect the activities, features, and attributes that qualify the property for protection under Section 4(f). I acknowledge that the Federal Highway Administration (FHWA) will use this concurrence as the basis for making a De Minimis finding for the property impacted.	
Signature:	_____
Print Name:	_____
Title:	_____
Date:	_____



LEGEND			
	EXISTING RIGHT-OF-WAY		PROPOSED SHARED USE PATH
	PROPOSED RIGHT-OF-WAY		PROPOSED SIDEWALK
	PROPOSED TEMPORARY EASEMENT		PROPOSED TEMPORARY EASEMENT AREA REQUIRED



TRANSYSTEMS
 1475 EAST WOODFIELD ROAD, SUITE 600
 SCHAMBERG, ILLINOIS 60173
 (847) 605-9600

FILE NAME: SE1E1E

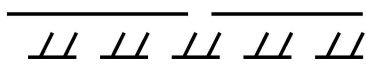
USER NAME = SUSERS	DESIGNED - WBL	REVISED -
	DRAWN - MLB	REVISED -
PLOT SCALE = \$SCALES	CHECKED - JLV	REVISED -
PLOT DATE = \$DATES	DATE - 6/22/2023	REVISED -

**STATE OF ILLINOIS
 DEPARTMENT OF TRANSPORTATION**

**KEN CARPENTER PARK PATH CONNECTION
 4(f) IMPACTS**
 SCALE: 1" = 50'
 SHEET 1 OF 1 SHEETS
 STA. 105+00.00 TO STA. 119+50.00

F.A.P. RTE.	SECTION	COUNTY	TOTAL SHEETS	SHEET NO.
336	06-00329-02-PW	MCHENRY	1	1
CONTRACT NO.				
ILLINOIS FED. AID PROJECT				

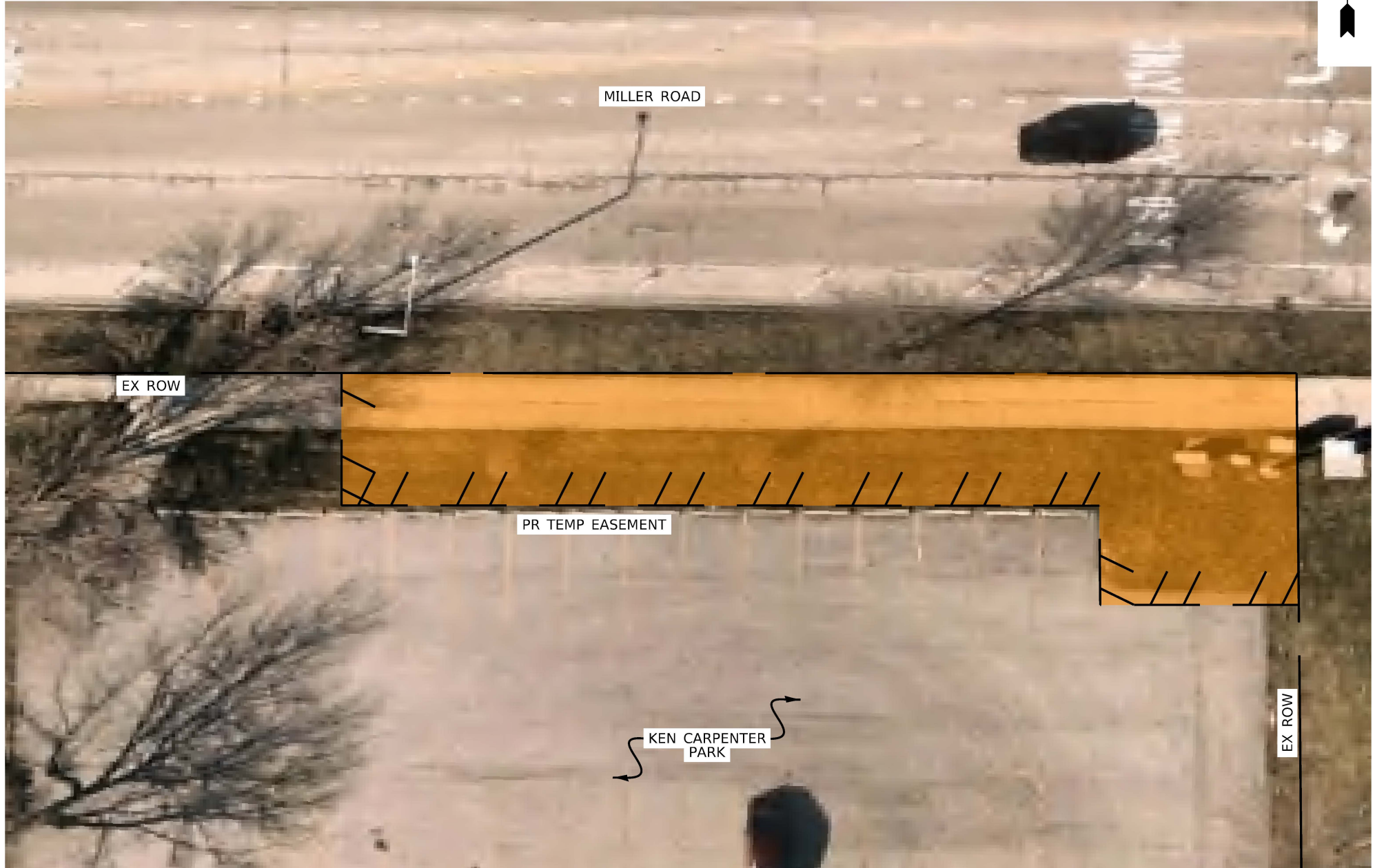
LEGEND



EXISTING RIGHT-OF-WAY
PROPOSED TEMPORARY EASEMENT



PROPOSED TEMPORARY EASEMENT AREA REQUIRED



EX ROW

MILLER ROAD

PR TEMP EASEMENT

KEN CARPENTER PARK

EX ROW

DESIGNED - WBL
DRAWN - MLB
CHECKED - JLV
DATE - 9/15/2023

**STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION**

**KEN CARPENTER PARK
4(f) IMPACTS**

SCALE: 1" = 10' SHEET 1 OF 1 SHEETS STA. N/A TO STA. N/A

F.A.P. RTE.	SECTION	COUNTY	TOTAL SHEETS	SHEET NO.
336	06-00329-02-PW	MCHENRY	1	1
CONTRACT NO.				
ILLINOIS FED. AID PROJECT				



REQUEST FOR BOARD ACTION

MEETING DATE: September 28, 2023

DEPARTMENT: Public Works

SUBJECT: Waiver of Competitive Bidding on Village Hall Entryway Project

EXECUTIVE SUMMARY

Staff is seeking a waiver of competitive bidding regarding change orders for the Village Hall Entryway Replacement Project and is seeking approval for additional work in the amount of \$6,866.70 by Carmichael Construction.

At the March 9, 2023 Board of Trustees Meeting, the contract was awarded to Carmichael Construction, for the low bid of \$46,812.00. As staff progressed through the permitting for the project, a change order of \$650.00 was necessary to revise the engineering drawings for compliance with ADA. A second change order in the amount of \$1,500.00 was requested when the new heights in the concrete curb separation of the main entrance required new railings to be installed. Finally, a third and final change order in the amount of \$4,716.70 was requested after it was found that the curb height on the north entrance was too low to install the existing railing and required additional concrete work to complete the project.

Since it is not feasible to rebid the project entirely or bid the additional scope of work, staff is recommending that the Board waive competitive bidding for the change orders being requested under this project. The \$6,866.70 in additional work brings the total project cost to \$53,678.70.

FINANCIAL IMPACT

The FY23 budget includes funding of \$90,000.00 for this project. The original contract approved by the Board was \$46,812.00. This was increased as follows:

- Change Order #1 in the amount \$650.00 for additional engineering at time of permit.
- Change Order #2 in the amount of \$1,500.00 for new railing at main entrance.
- Change Order #3 in the amount of \$4,716.70 for additional concrete work at north entryway.

The total project cost with all change orders included is \$53,678.70, which remains \$36,312.30 below the original budgeted amount.

ATTACHMENTS

None.

RECOMMENDED MOTION

Motion to waive further competitive bidding regarding change orders for the Village Hall Entryway Project and approve additional work in the amount of \$6,866.70 to be performed by Carmichael Construction.



REQUEST FOR BOARD ACTION

MEETING DATE: September 28, 2023
DEPARTMENT: Public Works
SUBJECT: Airport Staffing Recommendations

EXECUTIVE SUMMARY

With the recent departure of the Airport Manager, staff has taken time to analyze the operation to determine the best possible staffing solutions for the airport moving forward.

Airport Manager Review

Reflecting on the history of the Airport Manager position, it had previously been a part time role and attached to the responsibilities of the Deputy Public Works Director (DPWD). After a period of high turnover from 2011-2014 in the DPWD position, the Airport Manager position was separated out as its own full-time position. At the same time, the airport was in the middle of its long-standing Airport Improvement Project and the new fuel farm was being installed at the end of the year.

The Village is now approaching the conclusion of the Airport Improvement Project, with the airport lighting being the final project, now delayed until 2024. This will leave the airport with sporadic capital projects to manage over the next ten years. The priority of those projects will largely be based on availability of funds, which may take time to accrue. This reduction in workload has staff questioning the need for a full-time airport manager and is considering the two alternatives below:

- 1) Reduce the Airport Manager position to part time. Current budgeted salary is \$108,000, which would be reduced to approximately \$52,000, with additional savings from the reduction in benefits. The scope of assigned work would be limited to the oversight of day-to-day airport operations, contract management, budgeting, emergency operations and liaison to the FAA, IDOT, tenants and engineering firm. Oversight of maintenance would revert to Public Properties, who is better equipped to manage the day to day needs and develop a long-term plan for the airport. The ability to successfully recruit for the position will be the largest challenge.
- 2) Explore contracted management services. Staff is in the process of meeting with firms to better understand how this arrangement could work to the Village's benefit. At this time, the preference would be to have an Airport Manager on staff; however, contracted support may be necessary if a recruitment is not successful. If costs would be anticipated to exceed \$52,000 in a year, staff would need to revisit the staffing plan to consider additional alternatives.

Public Properties Role in Airport Maintenance

The remainder of the staffing at the airport has stayed reasonably constant since the fuel operations were introduced with one part-time Lead Airport Service Technician and three part-time Airport Service Technicians. These positions often experience frequent turnover and the individuals hired often do not have sufficient skills to perform anything but basic maintenance. With that, the roll of the airport service technicians has been largely reduced to fuel operations, mowing, snow removal and odd jobs as assigned.

Staff believes there is a more efficient alternative to this staffing model which includes the creation of a permanent full-time position, in tandem with a shift in the maintenance responsibilities, returning them back to Public Properties. The new position would be a Union employee assigned to the Public Properties Division; however, the funding would be split 33% General Fund and 67% Airport Fund, as the majority of the day-to-day tasks of this position will be airport specific. The Airport has multiple properties that are best served by being brought under the Public Properties umbrella and maintained in the same manner and standards as the rest of the Village operated facilities. The Public Properties team would cross train their staff to make sure multiple GUIs could provide the coverage necessary at the airport.

Staff would also recommend a reduction in the amount of part time hours for the line staff. The current budget includes 3,629.50 part time hours at an average salary of \$16.17 per hour. These hours would be reduced to 832 hours to cover the weekends throughout the year at a salary of \$18 per hour.

Finally, there will also be a greater reliance on the PW administrative staff to assist in managing the airport leases, including issuing notices, processing accounts receivable and collections.

FINANCIAL IMPACT

Addition of a full-time General Utility Worker I at a cost of \$53,435.20 in year 1, split 33% to General Fund, 67% to Airport Operation and Maintenance Fund. This would be an unbudgeted increase of \$35,801.58 to the Airport Fund and \$17,633.62 to the General Fund.

Reduction in Airport Manager hours by 50%. Current full-time Airport Manager budget is \$108,000, which would be reduced to approximately \$52,000, for a savings of \$54,000.

Reduction in part-time hours by 2,797.50 hours. Current part-time budget is \$61,580, which would be reduced to approximately \$15,000 for a savings of \$46,580.

Overall, the staffing plan as proposed would provide a net decrease of \$64,778.42 to the Airport Fund and a net increase of \$17,633.62 to the General Fund.

ATTACHMENTS

None.

RECOMMENDED MOTION

Motion to Approve the proposed airport staffing plan to recruit for a permanent part-time Airport Manager position, create a full-time General Utility I (GUI) position, reduce the part-time Airport Service Technician hours to 832, and transition airport maintenance responsibilities to Public Properties.